

Accommodation Policy – April 2019

A. Primarily there must be accommodation available that would be suitable for an applicant providing that the criteria listed under points B & C are met

- **Single rooms**

Some single rooms have been allocated as either male or female accommodation, and applicants of one gender will not be housed in accommodation allocated to the other. Some single rooms are suitable for either sex. Single accommodation will not normally be offered to a couple or family.

- **Double rooms**

Double rooms are intended for couples without children.

Single applicants may be offered double accommodation if double accommodation is still available 6 weeks before the resident's arrival date.

Couples where one of them has previously lived in UK will only be offered accommodation in exceptional circumstances.

- **Family accommodation**

Family flats are provided for couples with one or two children under the age of 10.

Couples without children may be offered family accommodation (subject to availability) but only when double accommodation is fully booked.

Single parent families may be offered accommodation (subject to availability) if plans for good child-care arrangements are presented with the application for accommodation.

Single applicants will not be offered family accommodation.

Families where one of them has previously lived in UK will only be offered accommodation in exceptional circumstances.

B. To be considered for accommodation, an applicant must be

- **a postgraduate student studying at a university in Oxford, or an academic visitor to those institutions**

Post-graduate students or academics at another recognised university outside the UK, using the research facilities in Oxford, may also be offered accommodation.

Post-docs will only be considered if they require family accommodation and have young children.

- **a permanent resident outside the UK**

Priority will be given to students from developing countries.

The nationalities of current or expected residents will be considered to ensure a multicultural environment within the Centre. The number of lettings to residents from any nation should not exceed 7, and from Europe should not exceed 25, unless bookings are low.

The academic disciplines of current or expected residents will be considered to ensure a multidisciplinary environment. The number of lettings to residents from any one department should not normally exceed 7.

Accommodation will not normally be offered to those who are currently resident within the UK.

- **over the age of 21**

This criterion will be revoked only at the discretion of the Director

- **studying full time during their stay in Oxford, or working full time as an academic visitor during their stay in Oxford**
- **a member of Staff, Community builder or Duty Warden whose job description requires them to live on site.**

C. In situations where there are more applicants than accommodation available, and the above criteria are equally met, the following needs of the applicants will be considered:

- the financial need for reasonably priced accommodation
- the need for the support of the NOOC environment
- the need for the type of accommodation at NOOC because the length of stay makes commercial rent impossible
- the need to provide accommodation for dependants

D. Length of stay

- Students on full time courses will not normally stay at the Centre for more than two years. An application to the Board of Management for an extension to this limit may be submitted, but will only be granted in exceptional circumstances.
- Academic visitors and Post Docs may stay at the Centre for up to 1 year. Overseas Academic visitors who return to Oxford in subsequent years will be allowed to stay but for no longer than 3 months in any academic year and only on condition they arrive from and depart to their main residence which is outside the UK.
- Up to 25 applications (including up to 15 from Europe) will be accepted before 1st September for bookings with departure dates before the start of Hilary Term the following year.
- Those staying for two terms or less may shorten their stay by up to one week as long as their new departure date is not in term time, by giving at least 28 days' notice of the change. Those who have stayed at the centre for two or more terms, and who are leaving their course, may give us no less than 28 days' notice of their departure.
- Bookings for less than 2 weeks during vacations will only be accepted with the approval of the Director.
- During term time bookings for less than a term will only be accepted if a suitable room becomes available, or two or more applications for accommodation have been received which, when combined, fill a room for most of a term.

E. Acceptance of bookings

- Bookings will not be accepted further in advance than the planned length of stay; bookings for more than 6 months will not be accepted than 6 months in advance of the planned arrival date.

F. Appeal Procedure

- A resident or prospective resident may appeal to the Director for cases involving the interpretation of the above policy. Policy changes may only be made by the Housing Management Group with the approval of the Board of Management. In the unlikely event that a resident or prospective resident is still not satisfied after explaining his or her case to the Housing Management Group and the Board, he or she may appeal to the Independent Housing Ombudsman Service at PO Box 152, Liverpool, L33 7QW. Website: www.housing-ombudsman.org.uk